



## **Administrative Committee Agenda**

**DATE:** Wednesday, April 22, 2009  
**TIME:** 10:00 A.M.–12:00 P.M.  
**PLACE:** State Council Headquarters Office  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811

### **Agenda**

- 1. CALL TO ORDER:** (S. Dove)
- 2. ESTABLISHMENT OF A QUORUM:** (S. Dove)
- 3. PUBLIC COMMENTS:**  
*Public Comments: [This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information to the Committee on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section. Additionally, the Committee will provide a public comment period not to exceed 5 minutes total for all public comments prior to Committee action on each agenda item.]*
- 4. ACTION/DISCUSSION ITEMS:** (Items may be taken out of order to ensure appropriate flow of the meeting.)
  - A. MINUTES FROM THE FEBRUARY MEETING:** (Dove/Hannibal) CREAM
  - B. CHIEF DEPUTY REPORT:** (L. Hoirup)
  - C. BUDGET DISCUSSION:** (A. Kerzin)
    1. Area Board Expenditure Update IVORY
    2. LQA Contract Proposal for 2009-2010 LAVENDAR
- 5. NEXT MEETING DATE:** (S. Dove)  
June 10, 2009; 1:00 – 3:00P.M.
- 6. ADJOURNMENT:** (S. Dove)



## **Administrative Committee Minutes**

### **Committee Members in Attendance:**

Shirley Dove, Marcia Good, Lisa Cooley, Ted Martens, Bill Moore

### **Committee Members Absent:**

No Members were absent

### **Council Staff Members in Attendance:**

Alan Kerzin, Laurie Hoirup, Natalie Hannibal

#### **1. CALL TO ORDER:**

Chair Shirley Dove called the meeting to order at 10:12am

#### **2. ESTABLISHMENT OF A QUORUM:**

A quorum was established

#### **3. PUBLIC COMMENTS:**

There were no public comments.

#### **4. ACTION/DISCUSSION ITEMS:**

##### **A. MINUTES FROM THE DECEMBER & NOVEMBER MEETING:**

MOTION: Martens/Good; Minutes from December's meeting were approved without corrections; Martens abstained.

MOTION: Martens/Good; Minutes from November's meeting were approved without corrections; no abstentions.

##### **B. CHIEF DEPUTY REPORT:**

Chief Deputy Director (CDD) Laurie Hoirup stated that Council Headquarters Staff would not be moving due to the current budget climate. She has a Lease Renewal meeting calendared for later in the month. The Committee requested that staff notify Fire and Police that our office is located on a second floor with some staff with disability issues. They also requested Staff to follow-up with other State Agencies to see if they have space accommodations available that we could utilize. CDD Hoirup concluded by giving a report on the current hiring process for the Area Board Executive Directors and closed her remarks stating that the Headquarters' Project Tool was in the process of being updated and the revised tool would be presented at the April meeting.

**C. BUDGET DISCUSSION:**

Executive Director (ED) Alan Kerzin handed out the current Council Staff organizational chart and the Committee discussed salary savings, the Grants program and Area Board budgetary issues.

MOTION: Martens/Good; recommend to the Council the allocation for BSG Grants to cover shortages in the Area Boards for the amount Staff recommends of \$522,580. Motion carried, no abstentions.

The Committee directed Staff to find out if the left over money can be rolled into and utilized locally in the mini-grants.

The Committee directed Staff to give an analysis of why the budget issues are occurring in the Area Boards; to be reported at the April meeting.

Deputy Director (DD) Kathy Barnes stated that she would be attending a meeting with the Department of Developmental Services (DDS) regarding the LQA (Life Quality Assessment) and how DDS is changing the requirements to meet Federal reporting standards.

ED Kerzin discussed all state employees facing State mandated furloughs of two per month and how Management Staff is currently in negotiations with the Department of Personnel Administration (DPA) to gain greater flexibility with the mandate.

**D. 2009 DATE CALENDAR UPDATE:**

The Committee reviewed the current Council and Committee calendar.

**5. NEXT MEETING DATE:**

April 22, 2009; 10:00 A.M.-12:00 P.M.

**6. ADJOURNMENT:**

MOTION: Good/Martens to adjourn at 12:00pm. Motion carried, no abstentions.



Agenda Item: 4.C.1.  
Date: April 22, 2009  
Meeting: Administrative Committee

**Detail Sheet for:  
Area Board Expenditure Update**

**What is this agenda item about?**

Update on Area Board expenditures to date.

**What has the Council done about this so far?**

The Committee requested that staff report on the current Area Board expenditures and sufficiency of FY 2008-2009 allocations.

**What needs to be decided at this meeting?**

Informational item, no decisions necessary

**What is the committee or staff recommendation?**

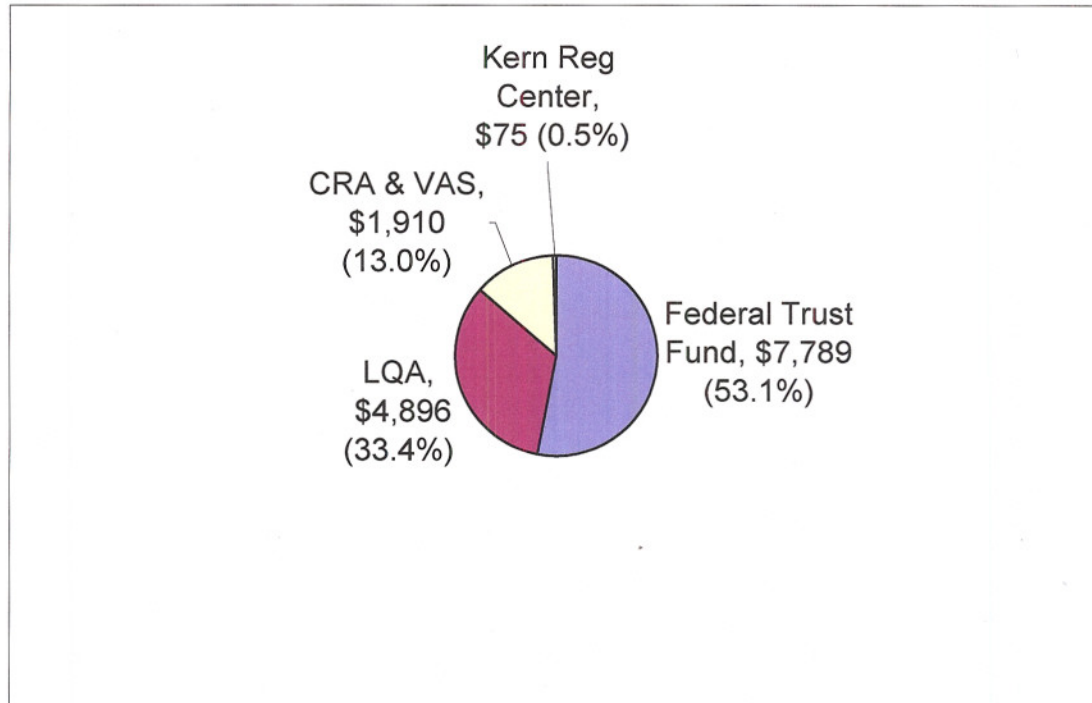
Area Board expenditures are currently within allocation targets. Review budget report to be provided at the Committee meeting. Allocations for FY 2009-2010 will be impacted by changes in the Quality Assurance contract, still in negotiation with the Department of Developmental Services.

**Are there attachments?**

No. Reports will be distributed at the Committee Meeting.

4100 State Council on Developmental Disabilities  
 2008-09 Expenditure Report  
 July 1, 2008 thru February 28, 2009 (8 Months or 66.67% of the Fiscal Year)  
 (Dollars in Thousands)

**APPROVED FUNDING**



**PROGRAM FUNDING DETAIL**

<b>Program 10</b>	<b>State Council Planning and Administration</b>		
	State Operations:		
	0890 Federal Trust Fund		\$1,793
	0995 Reimbursements		\$0
	<b>Subtotal, Program 10</b>		<b>\$1,793</b>
<b>Program 20</b>	<b>Community Program Development</b>		
	State Operations:		
	0890 Federal Trust Fund		\$2,372
	0995 Reimbursements		\$0
	<b>Subtotal, Program 20</b>		<b>\$2,372</b>
<b>Program 40</b>	<b>Regional Offices and Local Area Boards</b>		
	State Operations:		
	0890 Federal Trust Fund		\$3,624
	0995 Reimbursements - LQA		\$4,896
	0995 Reimbursements - CRA & VAS		\$1,910
	0995 Reimbursements - Kern Reg Center		\$75
	<b>Subtotal, Program 40</b>		<b>\$10,505</b>
<b>Grand Total, All Programs</b>			<b><u>\$14,670</u></b>



## 2008-09 EXPENDITURE REPORT

4100 State Council on Developmental Disabilities

2008-09 Expenditure Report

July 1, 2008 thru February 28, 2009 (8 Months or 66.67% of the Fiscal Year)

(Whole Dollars)

	Personal Services			Operating Expenses and Equipment			Total Expenditures		
	Budgeted	Year-to-Date Expended	Percentage Expended	Budgeted	Year-to-Date Expended *	Percentage Expended	Budgeted	Year-to-Date Expended	Percentage Expended
Council Operations and Administration **	\$1,515,472	\$1,014,502	66.94%	\$1,899,996	\$558,184	29.38%	\$3,415,468	\$1,572,686	46.05%
Community Program Development Grants **	\$0	\$0	0.00%	\$1,487,000	\$1,415,912	95.22%	\$1,487,000	\$1,415,912	95.22%
Area Board 1	\$324,817	\$218,694	67.33%	\$82,265	\$43,316	52.65%	\$407,082	\$262,010	64.36%
Area Board 2	\$361,656	\$251,738	69.61%	\$96,093	\$47,564	49.50%	\$457,749	\$299,302	65.39%
Area Board 3	\$649,739	\$460,766	70.92%	\$251,928	\$162,807	64.62%	\$901,667	\$623,573	69.16%
Area Board 4	\$524,836	\$350,616	66.80%	\$160,477	\$74,516	46.43%	\$685,313	\$425,132	62.03%
Area Board 5	\$500,839	\$344,592	68.80%	\$242,340	\$131,516	54.27%	\$743,179	\$476,107	64.06%
Area Board 6	\$362,912	\$200,738	55.31%	\$128,012	\$51,960	40.59%	\$490,924	\$252,698	51.47%
Area Board 7	\$491,224	\$301,120	61.30%	\$185,728	\$127,810	68.82%	\$676,952	\$428,930	63.36%
Area Board 8	\$672,070	\$441,036	65.62%	\$259,942	\$158,785	61.08%	\$932,012	\$599,821	64.36%
Area Board 9	\$362,121	\$249,744	68.97%	\$138,065	\$112,916	81.78%	\$500,186	\$362,661	72.51%
Area Board 10	\$995,268	\$736,665	74.02%	\$488,682	\$275,414	56.36%	\$1,483,950	\$1,012,079	68.20%
Area Board 11	\$464,082	\$283,876	61.17%	\$198,093	\$111,411	56.24%	\$662,175	\$395,288	59.70%
Area Board 12	\$507,077	\$298,675	58.90%	\$286,712	\$104,583	36.48%	\$793,789	\$403,259	50.80%
Area Board 13	\$465,675	\$313,788	67.38%	\$215,654	\$111,584	51.74%	\$681,329	\$425,372	62.43%
Area Board Operations	\$314,719	\$164,389	52.23%	\$35,913	\$19,786	55.09%	\$350,632	\$184,175	52.53%
Subtotal, All Area Boards	\$6,997,035	\$4,616,438	65.98%	\$2,769,904	\$1,533,969	55.38%	\$9,766,939	\$6,150,408	62.97%
Total	\$8,512,507	\$5,630,941	66.15%	\$6,156,900	\$3,508,065	56.98%	\$14,669,407	\$9,139,006	62.30%

\* Expenditures may reflect a lag in postings to CalSTARS Accounting Reports.

\*\* OE&E year-to-date expenditures include encumbrances for the full year costs of contracts.



**Agenda Item: 4.C.2.**  
**Date: April 22, 2009**  
**Meeting: Administrative Committee**

**Detail Sheet for:**  
**LQA Contract Proposal for 2009-2010**

**What is this agenda item about?**

Anticipated termination of the LQA contract and start-up for a new Quality Assurance contract with the Department of Developmental Services (DDS), FY 2009-2010.

**What has the Council done about this so far?**

Information that contract changes were anticipated was provided to the Council at the March 24, 2009 meeting.

**What needs to be decided at this meeting?**

Informational item, no decisions necessary.

**What is the Committee or staff recommendation?**

Review current information from DDS regarding plans for quality assurance activities in FY 2009-2010.

**Are there attachments?**

No. Current information will be provided at the Committee Meeting.